Table of Contents

4000 Planning

4100 Planning Section Organization

Refer to Section 4001 of the Region 9 Contingency Plan

4110 Planning Section Planning Cycle Guide

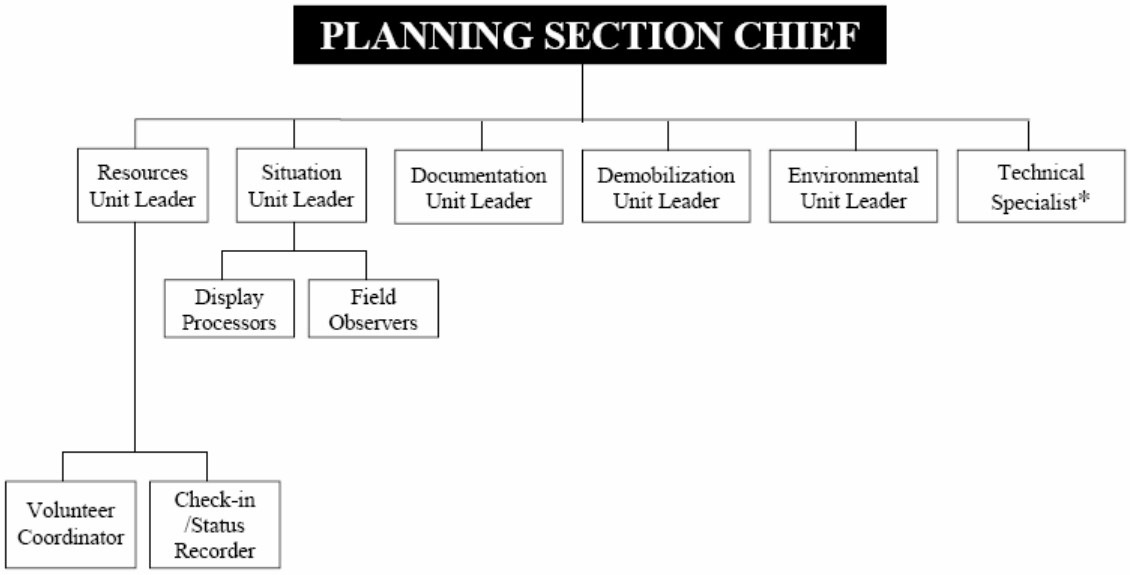
Refer to Section 4001.01 of the Region 9 Contingency Plan

4200 Situation

The Situation Unit Leader is responsible for the collection and evaluation of information about the current and possible future status of the spill and the spill response operations. This responsibility includes the compilation of information regarding the type and amount of oil spilled, the amount of oil recovered, the oil's current location and anticipated trajectory, and impacts on natural resources. This responsibility includes providing information to the GIS Specialist(s) for the creation of maps to depict the current and possible future situation and the preparation of reports for the Planning Section Chief.

Refer to Incident Management Handbook (IMH) for position responsibilities.

4210 Organizational Chart



4220 Weather/Tides/Currents

The Trajectory Analysis Specialist is responsible for providing to the Unified Command projections and estimates of the movement and behavior of the spill. The specialist will combine visual observations, remote sensing information, computer modeling as well as observed and predicted tidal, current and weather data to form these analyses. Additionally, the specialist is responsible for interfacing with local experts (weather service, academia, researchers, etc.) in formulating these analyses. Trajectory maps,

overflight maps, tides and current data, and weather forecasts will be supplied by the specialist to the Situation Unit for dissemination throughout the Command Post.

GIS Specialist is responsible for gathering and compiling updated spill information and providing various map products to the incident. The GIS team will work with the Situation Unit and the information management officer to ensure accurate and rapid dissemination of oil spill information to the ICS.

Resources at Risk Technical Specialist is responsible for the identification of resources thought to be at risk from exposure to the spilled oil through the analysis of known and anticipated oil movement and the location of natural, cultural, and economic resources. The Resources at Risk Technical Specialist considers the relative importance of the resources and the relative risk to develop a priority list for protection.

Refer to the Incident Management Handbook (IMH) for position responsibilities.

4230 Situation Unit Displays

The Display Processor is responsible for the display of incident status information obtained from Field Observers, resource status reports, aerial and ortho photographs and infrared data.

Field Observer is responsible to collect situation information from personal observations at the incident and provide this information to the Situation Unit Leader.

Refer to the Incident Management Handbook (IMH) for position responsibilities.

4240 On Scene Command and Control (OSC^2)

BACKGROUND - The On-Scene Command and Control (OSC^2) system is the hub of G-M's overarching Command, Control, Communication, Computers & Information (C4I) initiative. Although designed for oil and hazardous substance response, the system will be capable of being utilized any multi-agency, Incident Command System (ICS)-based response to a natural or man-made disaster.

OSC^2 will support and complement the Incident Command System, serving as the platform for the integration, display, and redistribution of real-time, or near real-time, response and planning information for use by the Unified Command and the Planning and Operations sections of the ICS.

The Coast Guard Standard Workstation III suite of software will be utilized to the maximum extent possible, with architecture that is compatible with commercial and government off-the-shelf applications and technology.

The Coast Guard Office of Response and the Research and Development Center, working jointly with the Army Corps of Engineers (ACOE), initiated the project in late 1995. Applied Science Associates Inc. is the prototype contractor. Although ACOE involvement ended in 1997, development continued and the prototype was delivered in February 1998. Members from the Strike Teams and the NSFCC have participated in

the design and evaluation. Field testing of the prototype will take place at PREP exercise beginning in San Diego in April of 1998.

COMPONENTS - The initial prototype will include the following functions:

1. **Electronic ICS Forms** - A Microsoft Access relational database processes information among the 30-plus standardized forms used by the ICS. Response personnel will enter information once and it will automatically "map" to other forms that use the information. This will facilitate the creation of the Incident Action Plan, Situation Display and other reports.

2. **Situation Display** - Large-screen display will be generated with a Geographic Information System (GIS). This GIS will be capable of importing commercial-off-the-shelf nautical charts, digital maps, and other government or industry-produced geo-referenced data and contingency plan information. There will be graphical display and linkages to the ICS-managed resources. An oil spill trajectory model will be a key component of the Situation Display.

3. **Information Dissemination** – A web-based Intranet will be linked to the network in order to disseminate completed ICS forms and situational display information to all members of the Unified Command. This Intranet will have the capability to be accessed from outside the Command Post; either through controlled access for other unit, District or HQ use or, if desired, access via the Internet.

FUTURE CAPABILITIES - The subsequent phases of development will include increased ICS support, a wireless LAN, and enhanced situational display, along with the following features currently under consideration:

- real-time tracking/display of response resources using GPS transponders;
- real-time downlinking of still and video imagery from remote sites or overflights;
- real-time downlinking of images from sensors; e.g. hand held and forward-looking infrared, side-looking airborne radar (SLAR) and other sensors under development;
- tracking response resources and personnel using bar codes; and
- cost documentation and fund ceiling management with LUFS or CG SWIII equivalent.

The final repository for the production version of OSC^2 will most likely be the Incident Response and Planning module of the Marine Safety Network.

http://www.uscg.mil/hq/gm/mor/articles/osc2.htm

4250 Required Operational Reports

Federal Letters and Reports

Notice of Federal Interest (CG-5169)

Reference COMDTINST M16000.11, Coast Guard Marine Safety Manual, Volume VI, Chapter 7.B.3.a.

Notice of Federal Assumption
Reference COMDTINST M16000.11, Coast Guard Marine Safety Manual, Volume VI, Chapter 7.B.3.d.

Letter of Designation
Reference COMDTINST M16000.11, Coast Guard Marine Safety Manual, Volume VI, Chapter 7.

Situation/Pollution Reports Guidance (SITREP/POLREP)
Reference COMDTINST M16000.11, Coast Guard Marine Safety Manual, Volume VI, Chapter 7.B.6.b.(1).
The POLREP format can be found in Volume VII of the Marine Safety Manual, Figure 7-7.

4300 Resources

4310 Resource Management Procedures

Resource management involves the coordination and oversight of personnel, tools, processes, and systems that provide incident managers with timely and appropriate resources during an incident. Resource management involves four primary tasks:

- Establishing systems for describing, inventorying, requesting and tracking resources
- Activating those systems prior to, during, and after an incident
- Dispatching resources prior to, during, and after an incident
- Deactivating or recalling resources during or after an incident

Effective resource management includes planning for resource needs in advance of an incident, identifying how to locate and order resources based on the specific needs of the incident, categorizing the resources, developing interagency and public agreements for resources, and managing the resources as they arrive onscene and at staging areas.

The Planning Section Chief may establish a Resources Unit Leader to maintain status on all resources assigned to the incident.

4310.1 Check-in Procedures

Check-in recorders are needed at each check-in location to ensure that all resources assigned to an incident are accounted for. The check-in recorders will report all arriving resources to the Planning Section's Resources Unit Leader.

4320 Volunteers

The Volunteer Coordinator is responsible for managing and overseeing all aspects of volunteer participation, including recruitment, induction and deployment. The Volunteer Coordinator is part of the Planning Section and reports to the Resources Unit Leader.

4400 Documentation

Refer to Section 4004 of the Region 9 Contingency Plan

4410 Services Provided

Refer to Section 4004.01 of the Region 9 Contingency Plan

4420 Administrative File Organization

Refer to the Incident Management Handbook (IMH) for position responsibilities.

4500 Demobilization Guidelines

Refer to Section 4005 of the Region 9 Contingency Plan

4510 Sample Demob Plan

Refer to Appendix XXV of the Region 9 Contingency Plan

4600 Environmental (Sensitive Site Information)

Section 4600 provides a brief overview of environmental information; refer to Section 9800 for details including all of the Sensitive Site information. Section 9800 provides a geographically organized compilation of information about ecologic, cultural/historic, economic, and other significant resources which may be at risk from spills. Additionally, in Section 9800, some area committees provide pre-identification of Shoreline Operational Divisions and shoreline access information. There is also a glossary of local terms and acronyms which are in usage in some areas of California response.

4610 Environmentally Sensitive Sites

Refer to Section 9800 for detailed Site Summary and Site Strategy Sheets for each sensitive site. Both Federal and State laws require that sites having special ecological sensitivity be identified and provisions be made to protect or otherwise mitigate for the site impacts from spills. In California these locations are termed “sensitive sites” (in some other states they have been called GRPs). Site Summary and Site Strategy Sheets have been developed using the Site Information and Spill Response Strategy (SISRS) approach. This information is organized into geographic groupings called Geographic Response Areas (GRAs). In some instances, the GRA’s fall along jurisdictional boundaries, such as county lines.

4620 Culturally Sensitive Sites

General Guidance for addressing Cultural / Historic sensitivities is in Appendix XVII of the Regional Response Plan: the draft CALIFORNIA IMPLEMENTATION GUIDELINES FOR FEDERAL ON-SCENE COORDINATORS FOR THE PROGRAMMATIC AGREEMENT ON PROTECTION OF HISTORIC PROPERTIES DURING EMERGENCY RESPONSE UNDER THE NATIONAL OIL AND HAZARDOUS SUBSTANCES POLLUTION CONTINGENCY PLAN provides the process to protect and conserve cultural and historic resources during a response.

Volume II/Section 9800 also provides Area Committee and GRA specific Cultural/Historic information. Most cultural resource information is very confidential. Much of this detail is

included in Cultural and Historic Resources Information System (CHRIS), an elaborate database maintained by the Office of Historic Preservation (SHPO) of the California Department of Parks and Recreation. Access to the database is restricted, and similar information is not publicly available here in order to keep these resources as secure as possible. In addition to the cultural /historic resource concerns noted on the Site Summary pages (when sensitive sites overlap cultural sites), Volume II/Section 9800 include details about accessing CHRIS, identify local stakeholders, and contacts and references to other information sources such as tribal databases or other similar sequestered sources.

4630 Economic Sensitive Sites

Strictly economic resources are designated as the third priority for dedication of oil spill response resources, following human health and safety and environmental resources. Refer to Volume II/Section 9800 for detailed tables and maps of economic sites in each county or Geographic Response Area. The tables and maps include geographic location of resource or facility, a brief description of the resource at risk, contact names and numbers, and the priority response ranking.

4640 Shoreline Operational Divisions

Most of the six California Area Committees have pre-identified "Shoreline Operational Divisions". When these have been pre-identified, they are included in Volume II/Section 9800 along with other GRA information and shoreline operational division maps and descriptions area available. Shoreline Operational Divisions are numbered by county code and a single alpha character, e.g., LA-C for operational division C of LA County. This system is uniform throughout California. On-Water Operational Divisions or other special operational divisions may be identified by using a double alpha code such as AA or BB. Area Committees have pre-designated and pre-numbered shoreline operational divisions, because local geography, access, and historic spill responses dictate predictable patterns of shoreline response and cleanup. Refer to Volume II/Section 9800 for detailed information for each county or GRA.

4650 Shoreline Access Information

Some Area Committees have identified Shoreline access points which would be useful for response. Coastal access points are grouped and identified by the operational division where they occur. Refer to Volume II/Section 9800 for detailed coastal access information for each county or GRA.

Used in conjunction with Environmental Sensitive Sites and Operational Divisions, Shoreline Access information enables responders to be directed to the most convenient or appropriate coastal access point for their response effort. The amount of detail available for each access point is variable; northern California information is much less detailed than information included in southern California GRAs.

In southern California access points were examined, mapped and photographed at virtually every location along the respective ACP coastline where personnel and equipment can gain access to specific coastal segments. Information provided in this section includes: Descriptive information about the Operational Division, access point specific Thomas Bros. Maps® page and coordinates, written directions from major streets and roads, a general site description, photographs of entry points and associated shoreline, land ownership matters, and the occurrence of Environmental Sensitive Sites. Descriptions include the length of accessed coastal segment and limitations of access where physical constraints may be a factor.

4700 Technical Support

Technical Specialists are advisors with special skills needed to support the incident. Technical Specialists may be assigned anywhere in the ICS organization. If necessary, Technical Specialists may be assigned to a separate unit. The Planning Section will maintain a list of available specialists and will assign them where needed. The following are example position descriptions for Technical Specialists that might be utilized during an oil spill response.

4710 Hazardous Materials

The Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), commonly referred to as the Superfund, was enacted on December 11, 1980. The purpose of CERCLA was to provide authorities the ability to respond to uncontrolled releases of hazardous substances from inactive hazardous waste sites that endanger public health and the environment. CERCLA established prohibitions and requirements concerning closed and abandoned hazardous waste sites, provided for liability of persons responsible for releases of hazardous waste at such sites, and established a trust fund to provide for cleanup when no responsible party could be identified. In addition, CERCLA provided for the revision and republishing of the National Contingency Plan (NCP, 40 CFR Part 300) that provides the guidelines and procedures needed to respond to releases and threatened releases of hazardous substances, pollutants, or contaminants. The NCP also provides for the National Priorities List, a list of national priorities among releases or threatened releases throughout the United States for the purpose of taking remedial action.

CERCLA (pronounced SIR-KLA) provides a Federal Superfund to clean up uncontrolled or abandoned hazardous-waste sites as well as accidents, spills, and other emergency releases of pollutants and contaminants into the environment. Through the Act, the Coast Guard and EPA were given power to seek out those parties responsible for any release and assure their cooperation in the cleanup. Also, see HAZARDOUS MATERIALS at Section 7000 for further discussion.

4710.1 Toxicologist

Toxicology is the study of the adverse effects of chemical, physical, or biological agents on living organisms and the ecosystem, including the prevention and amelioration of such adverse effects.

The Sector San Francisco toxicologist is Dr. Ron Tjeerdema. His phone number is 530-754-5192.

4710.2 Product Specialist

A Product Specialist is an individual who works for a private enterprise and who is knowledgeable of the operating characteristics of specific materials that may harm the environment.

4710.3 Certified Marine Chemist

A Certified Marine Chemist (CMC) promotes the science of, and improve the methods of evaluation and eliminating health, fire and explosion hazards in marine and associated industries. The Sector San Francisco CMC is Henry Sorensen with the Pacific Chemical Labs group located in San Francisco. Their phone number is 415-864-1522.

4710.4 Certified Industrial Hygienist

An Industrial Hygienist (IH) is a professional evaluating the health effects of chemicals or noise in a work place. The IH use their knowledge to anticipate when a hazardous condition could occur to cause an adverse health effect on a worker or the environment. The Sector San Francisco IH is Bob Ford with OSPR. His phone number is 916-323-4686.

4710.5 Chemist or Chemical Engineer

Chemical engineers (CE) concern themselves with the chemical processes that turn raw materials into valuable products. CE skills encompass all aspects of design, testing, scale-up, operation, control, and optimization, and require a detailed understanding of the various "unit operations", such as distillation, mixing, and biological processes, which make these conversions possible.

4720 Oil

The Federal Water Pollution Control Act (FWPCA) is the primary law used for response and enforcement of oil pollution and hazardous substance discharges on or upon the navigable waters of the United States, or tributaries there of.

The Clean Water Act (CWA) amended the FWPCA and made the following provisions:

Established pollution fund with a $100 million amount..
Defined “reportable and harmful quantities”.
Authorized the federal assumption of clean-up operations.
Established the National Response center.

The Oil Pollution Act (OPA) of 1990 streamlined and strengthened Coast Guard’s and EPA’s ability to prevent and respond to catastrophic oil spills. A trust fund financed by a tax on oil is available to clean up spills when the responsible party is incapable or unwilling to do so. The OPA requires oil storage facilities and vessels to submit to the Federal government plans detailing how they will respond to large discharges. EPA has published regulations for aboveground storage facilities; the Coast Guard has done so

for oil tankers. The OPA also requires the development of Area Contingency Plans to prepare and plan for oil spill response on a regional scale. The Oil Pollution Act (OPA) of 1990 amended the CWA and made the following provisions:

Created a $1 billion pollution fund commonly referred to as the Oil Spill Liability
Trust Fund (OSTLF).
Allowed On-Scene Coordinator (OSC) to issue administrative orders.
Increased civil penalties.
Increased spiller liabilities.

4720.1 Scientific Support Coordinator

The Scientific Support Coordinator (SSC), in accordance with the National Contingency Plan, will provide the federal On Scene Coordinator (OSC) scientific advice with regard to the best course of action during a spill response. The SSC will obtain consensus from the Federal Natural Resource Trustee Agencies and provide spill trajectory analysis data, information on the resources at risk, weather information, tidal and current information, etc. The SSC will be the point of contact for the Scientific Support Team from National Oceanic and Atmospheric Administration's (NOAA) Hazardous Material Response and Assessment Division.

Refer to the Incident Management Handbook (IMH) for position responsibilities

4720.2 Lightering

In addition to local, commercial lightering companies, the National Strike Force and Navy SUPSALV own oil-pumping equipment. They recently added equipment capable of pumping highly viscous oils.

Refer to COTP Advisory 02-97 and section 9720.11.1 for more information.

4720.3 Salvage

Salvage Engineering Response Team (SERT)

Provides immediate salvage engineering support to U.S. Coast Guard Units in response to vessel casualties. This includes independent technical evaluation of the situation and helping to formulate practical and effective solutions.

Description of SERT's Roles and Capabilities
The Marine Safety Center SERT is comprised of 8-10 staff engineers who are on call **24 hours a day, 7 days a week** to provide immediate salvage engineering support to the Coast Guard Captains of the Port (COTP) and Federal On-Scene Coordinators (FOSC) in response to a variety of vessel casualties. Specifically, SERT can assist the COTP and FOSC manage and minimize the risk to people, the environment, and property when responding to vessels that have experienced a grounding, allision, collision, capsizing, or structural damage. SERT provides this assistance by performing numerous technical evaluations including: assessment and analysis of intact and damaged stability, hull

stress and strength, grounding and freeing forces, prediction of oil/hazardous substance outlflow, and expertise on passenger vessel construction, fire protection, and safety. SERT has mobile computing capability for on-scene deployment. The MSC maintains a database containing over 5,000 hull files that can be used to generate computer models of vessels used in salvage engineering. External relationships with organizations like the Navy Supervisor of Salvage (SUPSALV), Coast Guard Intel Coordination Center, and the Office of Naval Intelligence (ONI), as well as all major class societies, also enable the salvage team to quickly locate and transfer information about a damaged vessel that would otherwise be difficult to access.

SERT also assists in the development and execution of exercises involving vessel casualties under the National Preparedness for Response Exercise Program (PREP). When requesting SERT assistance, the Rapid Salvage Survey Form, which contains the minimum essential casualty details, should be utilized.

In the event of a vessel casualty, initial contact with the vessel owner or representative is through the Captain of the Port (COTP) or Federal On-Scene Coordinator (FOSC). SERT may be contacted initially by the COTP or FOSC, and eventually the vessel representative or naval architect, using the following information:

- Marine Safety Center (0700 to 1630 daily): (202) 366-6480 or 6441
- Salvage Team duty member cell phone: (202)327-3985
- Salvage Team Leader: (202) 366-6441 or cell phone (202) 327-3987
- FLAGPLOT (manned 24 hours/7 days a week): (202) 267-2100 or 1-800-DAD-SAFE

Refer to section 9720.1 for more information on other sources of assistance and procedures.

4720.4 Shoreline Cleanup Assessment

NOAA has a Shoreline Assessment Job Aid, which can aid the response organization in determining the extent of damage along various types of shoreline.
http://response.restoration.noaa.gov/shor_aid/shor_aid.html

4720.5 Natural Resource Damage Assessment

Refer to section 9720.2 for procedures for conducting a Natural Resource Damage Assessment.

4720.6 Specialized Monitoring of Applied Response Technologies (SMART)

SMART is used to scientifically monitor the use of dispersants, other chemical countermeasures, or in-situ burns. These operations however, because of their time sensitivity shall not be delayed pending the arrival of SMART monitoring equipment or personnel.

SMART is used to collect scientific information for the Unified Command to provide a measurement of success in the operation and to improve the knowledge about non-mechanical recovery procedures.

Documents for SMART can be found at:
http://www.uscg.mil/hq/nsfweb/NSF/onlinedoc2.html

4720.7 Response Technologies (Dispersant, ISB, Bioremediation, Mechanical)

The Alternative Response Technologies Specialist is responsible for evaluating the opportunities to use ART, including dispersant or other chemical countermeasures, in-situ burning, and bioremediation. The specialist will conduct the consultation and planning required to deploy a specific ART, and articulate the environmental tradeoffs of using or not using a specific ART. See Section 4700 of the RCP and Appendices for details: California Dispersant Plan Appdx XII; In Situ Burn Appdx XIII, BioRemediation Appdx XIV. Refer to the Incident Management Handbook (IMH) for position responsibilities.

4720.8 Decontamination

The decontamination group is responsible for decontamination of personnel and response equipment in compliance with approved statutes. Contaminated personnel and personnel entering contaminated areas shall be decontaminated in accordance with the instructions of the Site Safety Officer (SSO). The following "minimum" actions shall be performed:

- Direct and coordinate decontamination activities
- Determine resource needs
- Brief SSO on conditions

Sample Decontamination Plan

The decontamination group is responsible for developing the decontamination plan for the response. Refer to form G of the Site Safety Plan for decontamination equipment and procedures template.

4720.9 Disposal

Refer to APPENDIX XXVI of the Region IX Contingency Plan for the Waste Management Plan

4720.10 Dredging

TBD

4720.11 Deepwater Removal

TBD

4720.12 Heavy Lift

TBD

4730 General

TBD

4740 Law Enforcement

The Law Enforcement Group is responsible for coordinating and directing all law enforcement activities related to the incident, including but not limited to, isolating the incident, crowd control, traffic control, evacuations, beach closures, and/or perimeter security.

Perimeter/Crowd/Traffic/Beach Control

Perimeter/Crowd/Traffic/Beach Control if needed should be coordinated with local law enforcement authorities and may be augmented or replaced with contract security for protracted responses.

Safety/Security Zones

Safety Zone regulations in 33 CFR 165.20 Subpart C is defined as a water area, shore area, or water and shore area to which, for safety or environmental purposes, access is limited to authorized persons, vehicles, or vessels. It may be stationary and described by fixed limits or it may be described as a zone around a vessel in motion.

Security Zone regulations in 33 CFR 165.30 Subpart D is defined as an area of land, water, land and water which is so designated by the Captain of the Port or District Commander for such time as is necessary to prevent damage or injury to any vessel or waterfront facility, to safeguard ports, harbors, territories, or waters of the United States or to secure the observance of the rights and obligations of the United States. The purpose of the security zone is to safeguard from destruction, loss, or injury from sabotage or other subversive acts, accidents, or other causes of similar nature: (1) vessels (2) harbors (3) ports, and (4) waterfront facilities: in the United States and all territory and water, continental or insular, that is subject to the jurisdiction of the United States.

4750 SAR

The Search and Rescue group is responsible for prioritization and coordination of all Search and Rescue missions directly related to a specific incident. All search and rescue operations will be coordinated through the Sector San Francisco Operations Center.

4760 Marine Fire

See Coast Guard Marine Sector San Francisco Marine Fire Fighting Plan, published under separate cover.

4800 Required Correspondence, Permits & Consultation

Refer to Section 4003 of the Region 9 Contingency Plan

4810 Administrative Orders

Refer to Section 4003.01 of the Region 9 Contingency Plan

4820 Notice of Federal Interest

Refer to Section 4003.02 of the Region 9 Contingency Plan

4830 Notice of Federal Assumption

Refer to Section 4003.03 of the Region 9 Contingency Plan

4840 Letter of Designation

Refer to Section 4003.04 of the Region 9 Contingency Plan

4850 Fish and Wildlife Permits

Refer to Section 4003.05 of the Region 9 Contingency Plan

4860 ESA Consultations

Refer to Section 4003.09 of the Region 9 Contingency Plan

4870 Disposal

Refer to Section 4003.06 of the Region 9 Contingency Plan

4880 Dredging

Refer to Section 4003.07 of the Region 9 Contingency Plan

4890 Decanting

Refer to Section 4003.08 of the Region 9 Contingency Plan

4900 **Places Of Refuge**

Places of Refuge Area Plan Annex 1
USCG Pacific Area/Pacific States/BC Oil Spill Task Force
Area Plan Annex for Places of Refuge, December, 2004
December, 2004

(see RCP Appendix XXVI for expanded details)

Purpose

1. To incorporate the International Maritime Organization (IMO) Guidelines on Places of Refuge for Ships in Need of Assistance into an Annex for the Sector San Francisco Area Plan;
2. To provide a decision making process for response to requests for places of refuge;
3. To provide a template for Area Committees to inventory information on possible places of refuge within their region and do other advance planning; and
4. To apply existing procedures for coordinated transboundary and trans-jurisdictional decision-making when necessary in responding to a request for a place of refuge.

Introduction

A ship in need of assistance may require a temporary place of refuge with adequate water depth for lightering or repairs in order to protect the marine environment. Ships may need to be brought into a harbor, anchored or moored in protected waters, or temporarily beached in order to safely make repairs and stop the loss of oil or other hazardous substances. Disabled ships need to be repaired in order to resume safe navigation and prevent a shipwreck resulting in the loss of fuel or cargo. If leaking ships

are not repaired, spilled oil and hazardous substances may affect the public health, environmental resources, and shorelines.

There is no single place of refuge for all ships and all situations. Decisions relating to places of refuge encompass a wide range of environmental, social, economic, and operational issues that vary according to each situation, including the environmental sensitivity of the areas within or adjacent to a potential place of refuge. The initial decision to permit a ship to seek a place of refuge, as well as the decisions and actions implementing that decision, are inherently based upon an assessment of the risk factors involved and the exercise of sound judgment and discretion.

Places of refuge are sites that could potentially be used for a disabled or damaged ship needing shelter for repairs. While information on potential sites may be pre-inventoried, this does not imply that any of these sites will be the location of choice in a future event. Selection of a place of refuge by the US Coast Guard Captain of the Port in consultation with other agencies and stakeholders will always be made on a case by case basis. If time allows, the Captain of the Port will activate a Unified Command under the Incident Command System (ICS) to address a request for a place of refuge.

When a Place of Refuge incident occurs that involves, or may involve, the international border, a response will be activated as per the appropriate Joint Canada/US or Joint Mexico/US Response Plan. Similarly, if a Place of Refuge incident is likely to involve more than one Area Plan, existing cross-jurisdictional protocols will be activated.

This area plan annex incorporates a decision-making process and recommended procedures for appropriate authorities and vessel masters to use when requesting a place of refuge. The guidelines in this annex incorporate the Guidelines on Places of Refuge for Ships in need of Assistance adopted by IMO, and assume use of the Incident Command System to manage the incident.

When safety of life is involved, existing search and rescue conventions and protocols should be used. When a ship is in need of assistance but safety of life is not involved, these guidelines should be followed to evaluate whether a ship should remain in the same position, continue on its voyage, be brought into a place of refuge, taken out to sea, or intentionally scuttled in deep water.

Definitions

Ship in need of assistance means a ship in a situation, apart from one requiring rescue of persons on board, which could lead to loss of the vessel or an environmental or navigational hazard.

A ship is defined as any vessel (self propelled or non self propelled) that can be used for the commercial carriage of cargo or passengers, as well as non-commercial applications, including but not limited to freight ships, tank ships, deck barges, tank barges, and large yachts.

Place of refuge means a place where a ship in need of assistance can take action to stabilize its condition and reduce the hazards to navigation, and to protect human life and the environment. Places of refuge can be man-made harbors, ports, natural embayments, or offshore waters.

MAS means a Maritime Assistance Service, as defined in the International Maritime Organization's resolution. PLEASE NOTE: In the US and Canada, the United States Coast Guard and the Canadian Coast Guard respectively are the agencies responsible for receiving reports and serving as the point of contact for the shipmaster while notifying other agencies in the event of an incident.

Guidelines mean each of the decision-making guidelines and matters set forth above and below. Notwithstanding any such words as "may", "should", "will", "must", or "shall", these guidelines are intended solely as factors that may be considered with respect to the exercise of judgment in deciding whether, where, and when to direct or permit a ship to seek a place of refuge, as well as considered during the execution and implementation of any such decisions.

Jurisdiction

The US Coast Guard has authority to represent and protect federal government interests for incidents within federal waters, which includes all Navigable Waters of the United States (33 CFR 2.05-25). Under 33 CFR 6.04, the US Coast Guard Captain of the Port (COTP) has authority to order ships into and out of ports, harbors and embayments in order to protect the public, the environment and maritime commerce. The COTP is the designated Federal On-Scene Coordinator for the U.S. coastal zone per the National Contingency Plan (40 CFR 300)(a)(1). There may be some maritime homeland security situations where the COTP, acting as the Federal Maritime Security Coordinator, may have access to Sensitive Security Information (SSI) and/or classified information - not readily shareable with other stakeholders - that may impact on the final disposition of a vessel requesting "Force Majeure" or permitting a vessel to seek a place of refuge or approval of a salvage plan.

The State of California has authority to represent and protect the State's interest for incidents within State waters. The State has jurisdiction on state-owned shoreline and in nearshore waters out to the 3-mile limit. (Insert equivalent statement for the Province of BC). The (insert appropriate state agency name) designates the State On-Scene Coordinator.

Local governments or port authorities may have authority over near shore waters including ports and harbors. If so, a local government or port representative may serve as the Local On-Scene Coordinator per the Sector San Francisco Area Plan.

Resource agencies have authority to manage their lands, wildlife, habitat, and resources as mandated in their laws. Resource agencies fill positions in the Incident Command System and provide resource information to the Unified Command.

Tribal governments may own land that could be impacted by a ship seeking a place of refuge. If so, a tribal government representative may serve as the Local On-Scene Coordinator per the Sector San Francisco Area Plan.

The master of the ship has control of the ship and is responsible for requesting a place of refuge to the Captain of the Port. The master provides details on the status of the ship and justification for needing a place of refuge per the IMO Guidelines on Places of Refuge.

Management Structure to address Places of Refuge

If time allows, the Captain of the Port should consult with appropriate federal, state and local stakeholders to address a request for a place of refuge. A Unified Command may be activated as required. The Unified Command should provide an opportunity for consultation with resource agencies, tribal governments, local authorities, and other stakeholders as appropriate. Technical specialists, such as marine engineers, maritime pilots, vessel inspectors/surveyors, or salvors may be activated to assist in managing the incident. The Unified Command should utilize the decision checklists provided in this annex, based on pre-identified information whenever available, to determine the risks associated with the request. Once identified, an analysis should be performed balancing the public and environmental risks with the risks to the ship and the ship/cargo owner in order to decide if and where to move a ship in need of assistance.

If there is not time to activate a Unified Command, the Captain of the Port should make the decision whether to grant or deny the request for a place of refuge. To the extent possible, the Captain of the Port should use the check-lists provided in this annex, and reference pre-identified information on potential places of refuge for the immediate area in order to select an appropriate site. Following the decision, the Captain of the Port should immediately notify appropriate stakeholders.

Appendix I contains a list of potential stakeholders in bisector San Francisco area plan) for ships requiring a place of refuge.

Appendix II provides pre-identified information to support the decision-making checklists below, consistent with sections 3.5-3.6 of the IMO Guidelines on Places of Refuge for Ships in Need of Assistance.

Decision-making Process

To the extent possible, the COTP/Unified Command should perform an objective analysis of the advantages and disadvantages of allowing or not allowing a ship in need of assistance to proceed to a place of refuge. This analysis should identify the locations that meet the operational requirements of the ship and identify the potential environmental, social, economic, and security impacts at each site. The decision-makers will consider these multiple factors to determine the appropriate course of action to prevent and mitigate the short- and long-term impacts to public health and the environment, local commerce, the ship, and the ship/cargo owners.

Decision-makers should evaluate consequences to the vessel and the environment:
- If the ship remains in the same position;
- If the ship continues on its voyage;
- If the ship reaches a place of refuge;
- If the ship is taken out to sea; or
- If the ship is intentionally scuttled in deep water.

The decision-making process should evaluate each of these options using the following steps to determine if a ship in need of assistance should be granted a place of refuge. These steps are not in prioritized order, but should be addressed as part of a total assessment for each of the five options above.

Step 1
The master of the ship, or his/her representative (the operating company and/or salvor), should request a place of refuge from the appropriate Captain of the Port of the US Coast Guard. The master should provide as much information as possible, including:
• The status of the ship, crew, passengers, and weather;
• Medical issues, deaths, or need for evacuation of crew and/or passengers;
• The reasons the ship needs assistance and the specific assistance required;
• Intended actions and potential consequences if the request for a Place of Refuge is denied;
• If the ship is flooding, whether the pumping system is operable and is keeping up with the flooding rate;
• Status of vessel steering, propulsion, and firefighting capability;
• The steps already taken to mitigate the problem, and results;
• What needs or requirements will the ship have once in a place of refuge; and
• Status of notifications completed by master: i.e. owners/operators/agents/Qualified Individuals/class society, etc.

Step 2
When time allows, the Captain of the Port should consult with appropriate agencies to address the issue, and activate a Unified Command when the situation dictates.

If there is not time to consult with partner agencies, the Captain of the Port should grant or deny the request for a place of refuge, and inform the State or Province, other concerned agencies, and appropriate stakeholders at the earliest time to determine if any protective measures are required.

Step 3
In either case, the Captain of the Port or Unified Command should:
• Require the vessel master or owner/operator to contract with a salvor and oil spill response organization (OSRO) if this has not already been done;
• As the situation dictates, establish a command post and prepare to initiate a response;
• If the vessel is drifting, determine its trajectory to shore and potential impact sites;
• Notify the Federal Bureau of Investigation (FBI) or the Department of Homeland Security (DHS) to determine the level of security concern, if any;
• When appropriate and if time allows, dispatch an inspection team with expertise appropriate to the situation to board the ship and evaluate conditions;
• Confer with the US Coast Guard MSC Ship Salvage Group; and
• Evaluate the following factors to determine if the ship in need of assistance should remain in the same position, continue on its voyage, be taken out to sea, intentionally scuttled, or be directed to a place of refuge.

Human Health & Safety

Safety and condition of those on board as well as risks to public safety

Environment

The environmental consequences of staying put, continuing on its voyage, being taken out to sea, being intentionally scuttled in deep water, or going to a place of refuge (reference Step 5 below)

Ship Status and Risk Factors

The kind and size of the ship
The status/seaworthiness of the ship, in particular buoyancy, stability, structural integrity, availability of propulsion and power generation, docking ability, progressive deterioration, etc.
Types, quantities, hazards, and condition of petroleum products, hazardous substances, and/or other cargo onboard
The impending threat to the ship or its product
Weather conditions and forecasts
The master's ability to navigate the ship or need for a pilot
Distance and estimated time to reach a place of refuge
Vessel traffic in the area where the ship is currently located
Mitigation measures already taken

Response & Salvage Resources

Availability of rescue tugs/tow vessels of sufficient size and power to aid the ship in distress
Salvage and spill response resources on-scene with the ship and available during transit
Vessel traffic in the potential destination area
Access to a pier or dock with repair facilities
Whether salvage and lightering can safely be performed at each alternative location

Other Command Management Factors

Provisions of financial security and insurance by the ship owner/operator
Agreement by the master and owner/operator of the ship to the proposals of the COTP/Unified Command
Public expectations and media outreach

Step 4
If the Captain of the Port/Unified Command determines that the risks are generally acceptable to direct a ship into a place of refuge, the following factors should be further evaluated to determine a specific place:

Human Health & Safety

Assessment of human factors, including crew fatigue
Safety of persons at or near the place of refuge with regard to risks of explosion, fire and pollution
Security concerns associated with a port or harbor area
Available emergency response capabilities and evacuation routes and facilities
Available fire-fighting and police capabilities

Environment

Potential environmental and cultural impacts of pollution (reference Step 5 below) or the response to a pollution incident; and

Existing resource protection strategies and availability of response resources to implement the strategies

Port or Anchorage Area Criteria

The type and size of the ship in relation to the size of the place of refuge
Adequate water depth to accommodate the ship
Navigational approach, including vessel traffic and associated risks
Pilotage requirements
Tides and currents
Seasonal conditions such as ice
Anchoring ground or suitable docking facilities
Availability of repair facilities such as dry docks, workshops, and cranes
Availability of facilities which can handle dangerous cargo
Military operations in vicinity
Availability of cargo transfer and storage facilities
Land and/or air access
Weather and sea state including prevailing winds
Requirements from port authorities, area landowners/managers

Beaching Site Criteria

Depth of water, not covering vessel deck
The type of shore bottom
Navigational approach and pilotage requirements
Seasonal conditions such as ice
The openness of the site to ocean waves/currents
Land and/or air access
Prevailing wind patterns and forecasts
Tidal range
Vessel stability and structure for beaching

Economy

Potential economic impacts of pollution
Potential disruptions to other port operations or marine commerce
Potential impacts on local fisheries, commercial fisheries, and/or natural resources exposed on the transit route
Economic impact of the decision on the ship operator/owners and the cargo owner

Response, Salvage, and Repair Resources

Available salvage and spill response resources
Availability of appropriate and compatible lightering equipment and receiving vessels
Availability of product storage (e.g., tank barge, shore-side storage tank, or other ships)
Availability of skilled labor and trained personnel
Access to repair equipment and facilities
Availability of cargo reception and storage facilities
Salvage and response vessel access to the “place of refuge”

Other Command Management Factors

Liability, insurance, and compensation issues and limits
Requirements of jurisdictional authorities for financial responsibility and bonding
Required notifications such as maritime pilots, Immigration, Customs, and security
Transnational or trans-jurisdictional coordination agreements/plans, if applicable
Public expectations and media outreach

Step 5
To protect environmental, historic, and cultural resources, the Captain of the Port/Unified Command should determine the presence of, and proximity to the following for any potential refuge locations:

Resources at risk such as threatened or endangered species, seasonal breeding locations, or designated critical habitat
Essential fish habitat
Mariculture/aquaculture facilities
Other priority sensitive areas, including cultural and historic properties
Other resources, lands and/or waters with special designations
Offshore fisheries
Nearshore fisheries
Subsistence use patterns and treaties
Recreation/tourism information
Spill Trajectories

Step 6
After the final analysis has been completed and a decision made, the COTP or Unified Command, through a formal document (such as a Decision Memo), should ensure that other authorities and stakeholders listed in Appendix 1 are appropriately informed.

Appendix I
Statewide List of Potential Stakeholders
For Incident-Specific Consultation
Regarding Places of Refuge

The Area Planning Committee should ensure that 24/7 contact information is maintained for all categories listed below:

Federal On-Scene Coordinator
State On-Scene Coordinator
Local On-Scene Coordinator
Trustee land managers
Federal Natural Resource Trustees (list)
State Natural Resource Trustees (list):
Federally-Recognized Tribes or First Nations (list):

Land Owners/Land Managers in addition to trustees identified above (examples follow):
Local (e.g., borough/municipal) governments
Potentially impacted facility owners
Port Authorities

Other Stakeholders or Agencies (examples follow):
Regional Citizens Advisory Councils or other appropriate public interest groups
Harbor Safety Committees
Selected commercial operators (e.g., fish hatcheries, mariculture sites)
Immigration, Customs, the Federal Bureau of Investigation, the Department of Homeland Security, and the Federal Emergency Management Agency
Maritime pilot groups serving the area

Appendix II
Template for Pre-identifying Information Necessary for Responding to Requests for Places of Refuge

Introduction

Area Planning Committees should gather information on all potential Places of Refuge in their regions. This appendix provides a template for the collection of general information on the planning region as well as specific information on sites such as docks and piers, anchorages and moorings, and possible beaching sites. The checklists in this template support the decision-making checklists in the Places of Refuge Annex by providing for the advance collection of information and are therefore crucial to expediting a Place of Refuge decision-making process.

While information on possible sites may be pre-inventoried, this does not imply that any of these sites will be the location of choice in a future event. Selection of a place of refuge by the US Coast Guard Captain of the Port in consultation with other agencies and stakeholders will always be made on a case-by-case basis.

Area committees may want to establish a workgroup to identify potential places of refuge. The workgroup should include representatives of the US Coast Guard, the state environmental agency, appropriate federal and state natural resource trustees, local environmental and natural resource agencies, and marine pilots associations. In addition, native tribes and other of interested and knowledgeable stakeholders should be invited to participate.

I. General Information for region of Area Plan

Casualty risks associated with the routine vessel traffic routes in the planning area
Availability of rescue tugs/tow vessels of sufficient size and power to aid the vessel in distress and predicted arrival times
Salvage, lightering, and spill response resources available to this jurisdiction, including delivery times
Transnational or trans-jurisdictional coordination agreements/plans, if applicable
Shorelines likely to be impacted either during transits to a place of refuge or if refuge is denied:

o Shoreline names and locations as appropriate
o Shoreline types and generally acceptable cleaning methods
o Description of sensitive resources/areas along the coastlines likely to be impacted, including fisheries, aquaculture sites, cultural and historic sites, Threatened and Endangered species, subsistence use, recreation/tourism, or specially designated lands or waters
o Existing resource protection strategies
o General wind/wave/current information and source for real-time

tide/wind/wave/current information
o Seasonal conditions, such as ice
o Potential risks to populations along the coasts with regard to explosion, fire and pollution; availability of evacuation routes
o General information on coastal vessel traffic patterns
o Other pertinent information

II. Descriptions of Potential Places of Refuge

A. Docks and Piers

For each site:
Site number [to correspond to map showing location]
Site name
Site location (descriptive and latitude/longitude coordinates)
Water depths at mean low tide
Beach/shoreline types and generally accepted cleaning methods
Bottom types
General wind/wave/current information
Openness of the site to ocean waves/currents
Source for real-time tide/wind/wave/current information
Seasonal conditions, such as ice
Standard navigational approach, including vessel traffic patterns and associated risks
Pilotage requirements
Nearby port operations and potential impacts
Brief description of port facilities
Brief description of repair facilities/capabilities/skilled labor
Availability of cargo transfer and storage facilities
Land and/or air access
Risks to persons at or near the location with regard to explosion, fire and pollution; availability of evacuation routes
Description of sensitive resources/areas at the site and along potential access routes to that site, including fisheries, aquaculture sites, cultural and historic sites, Threatened and Endangered species, subsistence use, recreation/tourism, or specially designated lands or waters
Existing resource protection strategies
Availability of salvage, spill response, and emergency response resources including police and firefighting
Security measures in place
Requirements for permission from area landowners/managers
Financial assurance requirements of port authorities
Liability and compensation issues and limits
Required notifications such as Immigration or Customs
Identification of stakeholders including 24/7 contact information
Other pertinent information

B. Anchorages and Moorings

For each site:
Site number [to correspond to map showing location]
Site name
Site location (descriptive and latitude/longitude coordinates)

Water depths at mean low tide
Beach/shoreline types and generally accepted cleaning methods
Bottom types
General wind/wave/current information
Openness of the site to ocean waves/currents
Source for real-time tide/ wind/wave/current information
Seasonal conditions, such as ice
Standard navigational approach, including vessel traffic and associated risks
Pilotage requirements
Nearby port operations, if any, and potential impacts
Brief description of facilities (if any)
Availability of cargo transfer and storage vessels
Land and/or air access
Risks to persons at or near the location with regard to explosion, fire and pollution; availability of evacuation routes
Description of sensitive resources/areas at the site and along potential access routes to that site, including fisheries, aquaculture sites, cultural and historic sites, Threatened and Endangered species, subsistence use, recreation/tourism, or specially designated lands or waters
Existing resource protection strategies
Availability of salvage, spill response, and emergency response resources including police and firefighting, and their potential access to the site
Security measures in place
Requirements for permission from area landowners/managers, if applicable
Financial assurance requirements of local port authorities, if applicable
Liability and compensation issues and limits
Required notifications such as Immigration or Customs
Identification of stakeholders including 24/7 contact information
Other pertinent information

C. Beaching Sites

For each site:
Site number [to correspond to map showing location]
Site name
Site location (descriptive and latitude/longitude coordinates)
Water depths at mean low tide
Beach/shoreline types and generally acceptable cleaning methods
Bottom types
General wind/wave/current information
Openness of the site to ocean waves/currents
Source for real-time tide/wind/wave/current information
Seasonal conditions, such as ice
Standard navigational approach, including vessel traffic and associated risks
Pilotage requirements
Nearby port operations, if any, and potential impacts
Brief description of facilities (if any)
Availability of cargo transfer and storage vessels and their potential access to the beaching site
Land and/or air access
Risks to persons at or near the location with regard to explosion, fire and pollution; availability of evacuation routes

Description of sensitive resources/areas at the site and along potential access routes to that site, including fisheries, aquaculture sites, cultural and historic sites, Threatened and Endangered species, subsistence use, recreation/tourism, or specially designated lands or waters

Existing resource protection strategies

Availability of salvage, spill response, and emergency response resources including police and firefighting, and their potential access to the beaching site

Security measures in place

Requirements for permission from area landowners/managers, if applicable

Financial assurance requirements of local port authorities, if applicable

Liability and compensation issues and limits

Required notifications such as Immigration or Customs

Identification of stakeholders including 24/7 contact information

Other pertinent information

[Attach charts showing potential places of refuge locations] **TBD**